

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

824D - BUREAU OF FOOD & DRUG SAFETY - AUTOMATION											
1.1.007	2686	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X		
1.1.008	2687	CORRESPONDENCE - GENERAL	1		1	O		O		PAPER, ELECTRONIC	
1.1.010	2691	GENERAL OFFICE PROCEDURES/DIRECTIVES	US+1		US+1	O		P			
1.1.011	2694	CHANGES TO REGULATIONS, POLICY/PROCEDURES-EXECUTIVE ORDERS	US+3		US+3	O	A	P	X		
1.1.020	4362	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		O		AC=DATE OF REQUEST IS FULFILLED; PAPER, ELECTRONIC	
1.1.021	5148	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		O		AC=DATE OF DENIAL OF REQUEST; PAPER, ELECTRONIC	
1.1.023	2698	ORGANIZATION CHARTS	US		US	O	A	P			
1.1.025	2703	RULES, REGULATIONS, POLICIES & PROCEDURES	US+3		US+3	O	R	P	X		
1.1.057	2712	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC	
1.1.065	2716	REPORTS, STUDIES & SURVEYS FOR NON- FISCAL REPORTS	AV		AV	O		P			
1.1.069	2717	ACTIVITY OR WORKLOAD MONITORING	1		1	O		P			
1.2.012	2719	RECORDS INVENTORY WORKSHEETS	US		US	O		P			
2.1	2991	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O		PAPER, ELECTRONIC	
2.1.002	4951	MASTER FILES	AC		AC	C		E	X	AC=DISPOSE OF AFTER COMPLETION OF 3RD UPDATE CYCLE EXCEPT FOR DATA FILE WHICH REPLACES OR SERVES IN LIEU OF A TEXTUAL RECORD. FOLLOW RETENTION PERIOD APPROVED FOR THE EQUIVALENT TYPE OF TEXTUAL RECORD	
2.1.007	4953	SOFTWARE PROGRAMS & JOB CONTROL LANGUAGE	AC		AC	C		E	X	AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE.	

RETENTION CODES (Field 7)

* - All Audit Requirements
Will Be Met
AC - After Closed, Terminated,
Completed, Expired, Settled
AV - As Long As Administratively
Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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2.1.009	4949	SYSTEM AND FILE DOCUMENTATION	AC	AC	O	P	X	
2.2.002	4955	COMPUTER UTILIZATION RECORDS	FE+3	FE+3	O	O		PAPER & ELECTRONIC
3.3	2725	TRAINING SUPPORT DOCUMENTATION	AC+2	AC+2	O	P		
3.3.026	2726	STAFFING REPORTS	US+3	US+3	O	P		
5.1.015	2731	LOGS FOR CORRESPONDENCE/PACKAGES (FROM U.S. POSTAL SERVICE OR PRIVATE CARRIERS)	1	1	O	P		
5.2.010	2739	EQUIPMENT MANUALS	LA	LA	O	P		
5.2.019	2741	SERVICE ORDERS-FORMS COMPLETED BY SERVICE PERSONNEL FOR INSTALLATION OR REPAIR	1	1	O	P		
5.2.023	2743	YEAR-TO-DATE-ACTIVITY INVENTORY LISTING	FE+3	FE+3	O	P		
5.4.013	2746	DISASTER PREPAREDNESS & RECOVERY PLAN	US	US	O	P	X	
5.5.002	2747	FAX LOGS/LONG DISTANCE LOGS	AV	AV	O	P		

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